

ASSIGNMENT

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Textbook Assignment: "Financial Management of Resources," pages 2-1 through 2-16 and "Material Receipt," pages 3-1 through 3-18.

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| <p>2-1. The Navy must keep accounts to show how its money is spent through which of the following functions?</p> <ol style="list-style-type: none">1. Show the receipt and expenditure of public funds2. Account for government money, material, and property on hand3. Record the cost of all operations4. All of the above <p>2-2. Although as an Aviation Storekeeper (AK) you are not an accountant or bookkeeper in keeping operating target (OPTAR) records and submitting required reports, you are accounting for public funds.</p> <ol style="list-style-type: none">1. True2. False <p>2-3. The position of resource manager can only be held by a military person.</p> <ol style="list-style-type: none">1. True2. False <p>2-4. For aviation funds accounting purposes, squadrons are referred to as</p> <ol style="list-style-type: none">1. field activities2. major claimants3. aviation operating forces4. accounting and disbursing centers <p>2-5. The budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders is called a/an</p> <ol style="list-style-type: none">1. obligation authority2. expense limitation3. unfilled order4. work unit | <p>2-6. Which of the following commands or activities are NOT included in ship operating forces?</p> <ol style="list-style-type: none">1. Active fleet ships2. All shore activities3. Amphibious battalions4. Staff and commands <p>2-7. Unfilled order chargeable documents are assembled and forwarded to what official or activity by the OPTAR holder?</p> <ol style="list-style-type: none">1. TYCOM2. NAVAIR3. FAADC4. CNO <p>2-8. What program provides the responsible commanders with a budget that includes All costs incurred instead of allotments to cover only limited portions of those costs?</p> <ol style="list-style-type: none">1. Accrual accounting2. Budgeting3. OPTAR4. RMS <p>2-9. Of the four subsystems that make up the RMS, an AK would be most concerned with which one?</p> <ol style="list-style-type: none">1. Programing and budgeting2. Management of resources for operating units3. Management of inventory and similar assets4. Management of acquisition, use, and disposition of capital assets |
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- 2-10. Under the RMS management procedures, which of the following steps should you do first?
1. Budgeting
 2. Reporting
 3. Planning
 4. Accounting
- 2-11. The development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued is the responsibility of what command or officer?
1. TYCOM
 2. FAADC
 3. CNO
 4. ASO
- 2-12. To determine how OPTARs are to be administered and reported, you should refer to what publication?
1. OPNAVINST 4790.2
 2. NAVSO P-3013-2
 3. NAVCOMPT Manual, volume 5
 4. NAVSUP P-485
- 2-13. The Navy Stock Fund (NSF) is reimbursed when material is requisitioned for use by charging the customer's
1. imprest fund
 2. expense limitation
 3. TYCOM
 4. OPTAR
- 2-14. Amphibious assault ships are not authorized to carry NSA material as inventory.
1. True
 2. False
- 2-15. When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NSF money by citing what fund code on the external requisition?
1. 26
 2. Y6
 3. SAC 203
 4. SAC 207
- 2-16. The responsibility for formal accounting by the Navy Operating Forces is to be placed ashore.
1. True
 2. False
- 2-17. An appropriation symbol consists of how many digits?
1. 7
 2. 9
 3. 12
 4. 17
- 2-18. What part of a fund identification symbol identifies the major program of the Five-Year Defense Plan (FYDP)?
1. Object class
 2. Cost code
 3. Subhead
 4. Unit identification code
- 2-19. All but which of the following SUADPS-RT activities receive supplies and equipage (S&E) OPTAR grants to cover the operation and maintenance of the activity?
1. Aircraft carriers
 2. Amphibious assault ships
 3. Repair tenders
 4. Marine air groups
- 2-20. Under OPTAR accounting procedures, what dollar value currently is considered the threshold amount?
1. \$25
 2. \$50
 3. \$100
 4. \$150
- 2-21. What type of OPTAR, if any, is exempt from threshold concept?
1. AFM
 2. Reimbursable
 3. Nonreimbursable
 4. None

- 2-22. Which of the following codes is NOT considered as one of the nine data fields of a complete line of accounting data?
1. UIC
 2. Country
 3. Subhead
 4. Object class
- 2-23. Fund codes and accounting classifications for use by Operating Forces are contained in what appendix of NAVSO P-3013?
1. I
 2. II
 3. III
 4. IV
- 2-24. What form is used to record OPTAR grants?
1. NAVCOMPT 2155
 2. NAVCOMPT 2156
 3. NAVCOMPT 2157
 4. NAVCOMPT 2206
- 2-25. Free issue material should not be entered in the requisition OPTAR log.
1. True
 2. False
- 2-26. Underway replenishment requisitions should be maintained in what OPTAR holding file?
1. File 1
 2. File 2
 3. File 3
 4. File 4
- 2-27. OPTAR holders operating under SUADPS procedures should submit an OPTAR Document Transmittal Report to the FAADC for current fiscal year OPTARs on what day(s) of the month?
1. 1st of each month only
 2. 1st and 15th of each month
 3. Last day of each month only
 4. 15th and last day of each month
- 2-28. A message Budget/OPTAR Report, NAVCOMPT Form 2157, is submitted to the FAADC no later than what day of the month following the end of the month being reported?
1. 1st
 2. 2nd
 3. 15th
 4. Last
- 2-29. What process results in the production of listings that provide a report of transactions affecting the OPTAR holders' funds?
1. Transmittal
 2. Summary
 3. Reconciliation
 4. Requisition
- 2-30. The Unmatched Expenditure Listings are received how often?
1. As required
 2. Weekly
 3. Monthly
 4. Quarterly
- 2-31. What listing is retained by the FAADC for backup purposes only?
1. Unmatched Expenditure
 2. Detail Filled Order/Expenditure
 3. Summary Filled Order/Expenditure
 4. Aged Unfilled Order
- 2-32. All differences shown on the SFO/EDL are listed by what code?
1. Rejection
 2. Transaction type
 3. Fund
 4. cost
- 2-33. Differences of what minimum dollar amount are manually researched by the FAADC before being reported to the OPTAR holder?
1. \$500
 2. \$1,000
 3. \$2,000
 4. \$3,000

- 2-34. Unfilled orders that have not matched with related expenditure documents will appear on the Aged Unfilled Order Listing after what minimum number of days?
1. 30 days
 2. 60 days
 3. 120 days
 4. 180 days
- 2-35. The Unmatched Expenditure Listing itemizes expenditure documents that exceed \$100 in value.
1. True
 2. False
- 2-36. Which of the following terms means to gain possession of an item of Navy property through acceptance of physical custody?
1. Order accepted
 2. Order placed
 3. Material receipt
 4. Material returned
- 2-37. Commercial and government deliveries shipped under a bill of lading are classified as what method of delivery?
1. Direct
 2. Freight
 3. Pickup
 4. Mail
- 2-38. Establishing and maintaining a list of personnel authorized to receive official mail for the supply department is the responsibility of which of the following officers?
1. Commanding officer
 2. Expenditure officer
 3. Postal officer
 4. Supply officer
- 2-39. What is the most important part of any supply operation involving personnel?
1. Guaranteeing safety
 2. Performing the job
 3. Avoiding mistakes
 4. Getting the task completed
- 2-40. During any supply operation, only qualified personnel should operate materials-handling equipment.
1. True
 2. False
- 2-41. Afloat, which of the following officers is directly responsible for the entire receiving process?
1. Stock control officer
 2. Material officer
 3. Stores officer
 4. Supply officer
- 2-42. Afloat, which of the following personnel is responsible for making sure incoming material is segregated between stock and DTO?
1. Leading storeroom Storekeeper
 2. Senior material Storekeeper
 3. Duty Storekeeper
 4. Stores officer
- 2-43. Making sure All material delivered to an activity after normal working hours is receipted, identified, and inspected is the responsibility of which of the following personnel?
1. Leading storeroom Storekeeper
 2. Duty section leader
 3. Duty Storekeeper
 4. Leading chief
- 2-44. Certain types of material or services received do not require a receipt document.
1. True
 2. False
- 2-45. When the DD Form 1348 (6-part) is used as a receipt document, the receipt acknowledgement is always required on what copy of the DD Form 1348?
1. Original
 2. Hardback
 3. Copy 3
 4. Copy 5

- 2-46. Nonautomated ships use what form as a consumption and requisition document?
1. DD Form 1348 (6-part)
 2. DD Form 1348-1
 3. NAVSUP Form 1250-1
 4. Standard Form 1103
- 2-47. Receipts from automated afloat units are done on Issue/Receipt Release Documents (IRRDs) or what other document?
1. DD Form 1149
 2. DD Form 1155
 3. DD Form 1348-1
 4. DD Form 1348 (6-part)
- 2-48. What block of a DD Form 1348-1 contains the security code for the item shipped?
1. M
 2. N
 3. O
 4. P
- 2-49. What form was designed to be used with shipboard LOGMARS processing equipment?
1. IRRD
 2. NAVSUP Form 1250-1
 3. DD Form 1348-1
 4. DD Form 1348 (6-part)
- 2-50. When material that requires a technical inspection is received on a DD Form 1149, who should perform the inspection?
1. Supply officer
 2. Duty Storekeeper
 3. Material officer
 4. Ordering department representative
- 2-51. What blocks on the Order for Supplies and Services, DD Form 1155, indicate that the material and invoice will be sent directly to the ordering activity?
1. Blocks 9 and 10
 2. Blocks 13 and 14
 3. Blocks 18 and 19
 4. Blocks 37 and 38
- 2-52. The fast pay procedure is limited to items that do not require what type of certification?
1. Quantity
 2. Acceptance
 3. Technical
 4. Advance
- 2-53. When the DO Form 1155 indicates that the material and invoice will be sent to an ashore activity for transshipment to an afloat activity, what person or activity confirms acceptance of the material?
1. The ship
 2. The contractor
 3. The nearest NADEP
 4. The supporting ashore activity
- 2-54. A report of nonreceipt should be sent when material ordered under contract on a DD Form 1155 is not received within how many days of the specified delivery date?
1. 30 days
 2. 45 days
 3. 60 days
 4. 75 days
- 2-55. What form is used to verify inspection and acceptance for items received directly from a contractor?
1. DD Form 250
 2. DD Form 1149
 3. DD Form 1155
 4. DD Form 1348
- 2-56. What code on the DD Form 250 indicates acceptance at destination?
1. S
 2. O
 3. D
 4. A

- 2-57. When acceptance S or O appears and block 21A has been completed for PQA and acceptance, receiving personnel need only to certify the quantity received in what block?
1. 8
 2. 10
 3. 20
 4. 22
- 2-58. To provide delivery instructions to a commercial carrier or to provide receipt documentation to the ordering activity, you should use what form?
1. DD Form 200
 2. DD Form 1103
 3. DD Form 1149
 4. DD Form 1348
- 2-59. Material discrepancies are divided into how many categories?
1. Eight
 2. Two
 3. Six
 4. Four
- 2-60. Material received that cannot be used for its intended purpose because it does not meet specified requirements is classified as having what type of discrepancy?
1. Failure
 2. Liability
 3. Quantity
 4. Quality
- 2-61. Shipping discrepancies that are the fault of the activity shipping the material are reported by the receiving activity on what form?
1. DD Form 1103
 2. DD Form 1155
 3. Standard Form 364
 4. Standard Form 368
- 2-62. Which of the following discrepancies should be reported on a Report of Discrepancy (ROD)?
1. Shortages valued at \$100 or less
 2. Confirmed cancellations costing \$100 or less
 3. Material shipped to the wrong activity costing \$100 or less
 4. Material shipped by parcel post and not received costing \$100 or less
- 2-63. Discrepancies resulting from an UNREP should be reported on a ROD.
1. True
 2. False
- 2-64. Packaging-related discrepancies that impair deployed operations must be reported by the fastest communication medium available. A Standard Form 364 must be transmitted by mail within how many hours of the initial report?
1. 1 hour
 2. 24 hours
 3. 36 hours
 4. 48 hours
- 2-65. If a ROD cannot be submitted within the proper time frame, the reason should be entered in what block of the ROD?
1. Block 12
 2. Block 16
 3. Block 18
 4. Block 20
- 2-66. A ROD should be submitted how many calendar days from the date of shipment from commercial sources for items lost through parcel post?
1. 30 days
 2. 60 days
 3. 70 days
 4. 90 days

- 2-67. The date of a ROD should be written in which of the following formats?
1. August 19, 1992
 2. 19 August 1992
 3. 19 AUG 92
 4. 92 AUG 19
- 2-68. Action activities are required to reply to a customer within how many days of receipt of a ROD?
1. 10 days
 2. 15 days
 3. 30 days
 4. 45 days
- 2-69. If a condition exists that does not have the appropriate code listed on the face of the SF 364, what code should you enter in block 10d?
1. Z1
 2. T2
 3. D2
 4. C1
- 2-70. Turn-in of RFI material is accomplished on which of the following forms?
1. DD Form 1348m
 2. DD Form 1348-1
 3. DD Form 1348-6
 4. DD Form 1348 (6-part)
- 2-71. You should refer to what chapter of NAVSUP P-485 for instructions on how to prepare turn-in documents?
1. Chapter 2
 2. Chapter 3
 3. Chapter 5
 4. Chapter 7
- 2-72. Credit cannot be given for which of the following turn-ins?
1. APA material
 2. Material without an NSN
 3. Material costing \$15
 4. All of the above
- 2-73. For aviation activities, turn-in of NRFI repairable is only made by what activity?
1. ASO
 2. NSC
 3. AIMD
 4. NADEP
- 2-74. Total hold time for NRFI repairable that are beyond the capability of the local IMA may not exceed what number of days?
1. 1 day
 2. 2 days
 3. 3 days
 4. 4 days